Attending: Mike Stout, Mike Steiner, Mehdi Nassirpour, Jay Keeven, Dan Mueller, Rob Robinson, Jessica Baker, Jacque Huddleston, Don Brendt, Brett Scott, Peggy Westerfield, Sherri Akers, Lori Midden, Tom Casson, Miles Anderson, Lou Humphrey, Joyce Schroeder, Greg Piland, Jim Garceau, Ruth Kafensztok, Abraham Emanuel, Dan Leonard, Evelyn Lyons, Susan Fitzpatrick, Dave Gruenenfelder, Kim Kolody, and Dan Lee

Lori Midden opened the meeting with introductions and then Brett Scott, IDPH, gave a presentation on electronic death certificates. He discussed the history of going electronic which was proposed in the late 1990s, but actually the development began in late 2006 with it being launched mid-2008. There was a surcharge for reports that goes into collective fund which was to support the electronic reporting. In 2006, they implemented paper form to electronic. After one and one half years of testing, it was launched online mid 2008 with Sangamon and surrounding counties tested. After testing and training, hands on or web training there are 102 counties online and as of July 31, 2009, all death records are online.

Overview of System
        All State Counties participate (102 Counties)
        ME/C online 81/102
        Physicians online 161
        FD online 3,094
Training
        7 regions statewide
Types of Training
        Classroom
        Web-Based Tutorial
        Webinar
System Set-Up
        CMS – 8 servers
        24/7 access, internet based

Death Records
        Index Records (1916 – 1998), very limited info [name, sex, DOD, location of death and race]. NOTE: no cause of death
        Master File Data (1999 – 2007), limited info [name, sex DOD, DOB, location of death, location of birth, SOC #, marital status, armed services, address of residence, parents names, education, ethnicity, race]. NOTE: no cause of death
        Current Data (2008 – current), all variables, cause of death

Variables
        Deceased Name (first, middle, last), Alias, Sex, Date of Death, Date of Birth, Place of Death (state, county, city, facility/location, address, zip code), Location of Birth (country, state, city), Social Security Number, Marital Status, Surviving Spouse Name (first, middle, last), US Armed Forces Service, Decedent's Residence (country, state, county, city, address, zip code), Parents Name (father's first, middle, last & mother's first, middle, last), Informant's Name (first, middle, last), Informant's Location (address, state, city, zip code), Method of Disposition, Cemetery or Crematory Name, Cemetery or Crematory Location (state, city), Date of Disposition, Funeral Home Name, Funeral Home Location (address, state, city, zip code), Certifier, Certifier Location (address,

state, city, zip code, phone, fax, e-mail), Time of Death, Date Pronounced Dead, Cause of Death, Autopsy, Tobacco Use, Manner of Death, Date of injury, Time of Injury, Place of injury (address, state, city, zip code), How Injury Occurred, Demographics (education, ethnicity, race, occupation, industry).

We have yet to design report function of program although much discussion has been held on development. Brett reported that he is receiving good information as well as a good response from the state, i.e., doctors, funeral directors. Report function should be up and running by early 2010.

Jay Keeven added that traffic crash fatalities should be required to add toxicology reports and ask what information will be provided. Brett responded that they will receive that information instantly. Cause of death will be pending until they receive report from coroner. That information will be accessible, but is it still unclear on how it will be coded.

Mehdi emphasized that the ICD-10 code information and cause of injury information is important to Traffic Safety and inquired if that information will be available to TS. Brett reported that current information from coroners is not complete enough to complete the ICD-10 but is working on getting more specific information and reiterated that training is still being needed. Dan Lee asked if you can extract raw data, Brett explained no, still working on specific input—teaching users how to provide input data.

Ruth asked how reported data will differ from other coded data. Brett--we don't want it to be different, but mainstreamed. Funding will determine how far back we update records.

Alex Cabral from NHTSA reported that we should be receiving the Section 408 funding very soon. He suggested getting the TRCC to help update the strategic plan.

Greg Piland, FHWA-- Funding has been approved for a $50,000 grant for IDOT for a six month crash data improvement. IDOT is one of the first recipients.

Greg attended an international TRCC forum and spent time talking with attendees from Vietnam and Kenya. Vietnam has over 120,000 deaths and 60,000 injuries each year. They have very poor record keeping with 95% of their fatalities from motorcycles. Kenya has over 1.3 million vehicles, 3300 fatal with over 50% being pedestrians.

Lori reminded committee of the link to update 408 projects.

Abraham Emanuel reported on two projects to train police officers on web based MCR. 1st Chicago Police academy web based training -- 6000 police officers being trained. Northwestern is reviewing training program for way to improve. Next option is for online training next year. Data integration—working on technical memorandums. After sign off, will select vendor. Not much will happen until next year.

Mehdi asked if the training delay is due to funding. Abraham explained that the delay is with integrated scope has grown and is causing delay. Working out details.

Peggy Westerfield -- Online Cube Browser (designed for providing ad hoc query capability) for external users) – Developed and nearing implementation for internal use; still need to test security for external access. Resource conflicts are causing delays. Peggy worked with Tom Casson following the meeting to get some specific user feedback on the functionality.

Local Safety Services Project – another potential tool for external use. This one contained a mapping component. We have encountered some data structure issues and initial map testing revealed some response time issues. Currently investigating some other alternatives for accomplishing this functionality. Additional resources need to be secured to finish this work.

Safety Analyst – Federal project that we have been working on loading Illinois data into the Safety Analyst format. This tool provides site based analysis (road segment or intersection). Currently working on process to load test data for 3 counties, plus 1 township in Cook. Software will be transitioning to AASHTO; after that time, there is an annual licensing fee.

Mehdi reported on the CODES project. He also discussed the national committee on the Traffic Records performance measures. He thanked committee members for providing comments on the TRCC performance measures. He reminded us that these measures must be used to develop performance measures in future. The traffic records performance measures will be similar to the traffic safety performance measures we have developed for the highway safety programs.

He also discussed the Safety Analyst software and said that Peggy Westerfield from BIP has been working on this project. He indicated that mapping data at the site level is the main requirement for the SafetyAnalyst package. There is a delay in nationally transferring from FHWA to AASHTO. The estimated annual fee for the SafetyAnalyst Software is about $50,000

Mehdi reported there was a Safety Performance summit in Chicago in July. The Bureau of Safety Engineering coordinated this summit. Priscilla Tobias will update us later.

Mehdi reported on the CODES project and mentioned that IDOT will be receiving $43,000 in funding from NHTSA as well as additional funding through 408. In addition, we will get support from Public Health, Evelyn Lyons, EMS data quality. Next link EMS to crash data. Loyola will be looking at quality of data. Susan Fitzpatrick is exploring different software for imputation. The next CODES meeting will be immediately following November TRCC meeting.

Jim Garceau reported:

MCR
- Finishing up some fixes on the v2 client dealing with selecting and using printers, a new manifest or release was put into QA last Thursday. Once MCR Support says it's good to go in t will be put into production.
- Data feeds are now going to be encrypted, that went into production last week and both the encrypted and unencrypted data files will be on the agency ftp sites until 6/15. This is a grace period for the agencies to convert their processes.
- Fatal Notification

CIS
- Been working with a couple agencies with the transfer of crash data electronically to the state, the first (New World) may be ready to start testing in the field next month.

AIS
- The upgrade is in production and integrated into CIS.

- The system has the ability to grab documents from both the new and old storage locations. Still doing batch conversion of documents from the optical juke boxes to the new SAN storage.
- The majority of CIS (post 2004 crash) documents have been converted to the new storage location
- Will be looking at re-tooling the doc conversion processes to move the GAI documents ('99-'03)

Mehdi mentioned about the FHWA grant regarding the crash data quality. Jim explained that MCR changes are captured. If errors are manually put in, we will not be able to capture number of errors. 408 calculations have been automated as well as other suggested calculations. Redaction tool is up on crash report. Sherri Akers asked what the redaction process is used for. Senate bill allows locals to get information. Need to redact the personal information.

Jessica reported that the Stats unit is working May 09 cases, 30 days behind. Location Code is working March 09 cases, 57 days behind and Safety Responsibility is working March 09 cases. Final 2008 Crash Facts on online.

Dan Lee –EMS running report—1 phase in 2009, 2nd fund 2010 (?)

1st type of data, 2nd, how do we collect?

First phase is converting data to national standard. Change data dictionary to NEMSIS, which data elements collected will be affected assuming XML form. New system is being developed and tested. Early release will be tested with other agencies in the calendar year. There will be one year grace period for collection of data in old format.

Second phase—data quality currently EMS fills out computer forms by hand or EMS can hire firm to electronically capture. 800,000 recorded records in a peak year. Phase 2 web-based submission option—on line submission. Streamline process with online validation tool. Phase 2 will require CMS sign off as we use external vendor—June 210. Phase 1 grace period is for developing new software for those who submit electronically.

Sherri Akers reported on the E-Citation project. The document has not yet been sent to TRCC members; however, several draft copies were available at the meeting. Many details were documented. At a high level, a few of the details in the document include:
- A citation numbering process
- A ticket accounting process for both e-tickets and paper tickets
- A process to collect the TSSS data
- A process for officers to include during, sign on, any specialty or hire-back patrol they be working
- Documenting hire-back patrols will enable stakeholders to analyze citation data written while on these specialty patrols
- Process to complete the citation and the process to validate the data
- Review the citation and voiding a citation
- Offense code table maintenance
- User roles

The project is 92 percent complete. The e-signature issue remains with the Article V Committee. AOIC will improve and expand ADR dictionary. Includes DNR citation. DNR is dependent on ISP.

Mehdi asked if this is statewide yet. Sherri explained that the MOU agreement is with the locals for user agreement.

Mehdi also inquired if SOS is working with ISP. Per Sherri, ISP met with AOIC and SOS many time and have added some of their requests.

Jessica Baker reported the following on the reorganization of the subcommittees:

- The committee met in June. There are 16 people who sit on the committee.

- Purpose of this subcommittee is to plan the upcoming TRCC meetings—this is a way to involve all the agencies to come up with an agenda instead of just IDOT doing it—this way if other agencies want to hear about a certain project or topic we can arrange it.

- This committee is made up of a representative from each of the agency who participate in the TRCC.

Organization of Subcommittees:
- The committee decided to reorganize the TRCC subcommittees into the following:

  Planning Subcommittee
  Human Factors Subcommittee—we plan to change the name of this committee.
  Engineering Committee

- The committee felt the Human Factors and the Data Quality subcommittees could be grouped together. The committee decided to dissolve the IT subcommittee and recommended having an IT representative placed on each of the subcommittees.

- The committee agreed that it is important to focus on the 4E's (Education, Enforcement, Engineering & EMS) within all the subcommittees, which is why representatives for the 4E's will sit on all three of the subcommittees.

- Lori Midden and Jessica plan to review the current TRCC membership list and will ask each participating agency to review the list to see if any other individuals from their agency need to be added to or taken off the list
.
- Once the list is updated, Lori and I will review it and decide who should be assigned to which subcommittee.

- The subcommittees will have to revise their vision statements.

- Only the Human Factors and Engineering subcommittees will review the 408 applications. The Planning subcommittee will not review the 408 projects because its focus is to plan the TRCC meetings.

TRCC Requirements:

- The committee decided to require all TRCC members to attend one meeting in person each year. If a member can't physically attend a meeting they are required to phone in two times a year.

- To be eligible to vote, TRCC members will need to follow the requirements listed above. If they don't, they won't be able to vote on items such as the 408 projects.

- With regard to the 408 applications, the subcommittees will make their recommendations to the TRCC by explaining why the group voted and ranked the projects the way they did.

- The subcommittees will vote and rank the projects as they did this past year, but the votes will not necessarily count.

- Each subcommittee chair will present their groups recommendations in front of the TRCC.

- Once the TRCC has heard the reasons why the subcommittees ranked the projects a certain way, all the members will have an opportunity to vote how they feel the project should be ranked. This will determine the final ranking of the 408 projects.

- When it comes to voting, the committee discussed possibly giving each participating area within an agency one vote instead of all TRCC members having the right to vote. The committee thought a representative from each of the participating areas within the agencies should only be able to vote. Even if five people from one area within an agency are on the TRCC, they would have to decide amongst themselves how they should vote and only one vote would count.

- After further discussion, the committee decided every TRCC member can vote, but they have to abide by the attendance requirements. The committee will see how the voting process goes throughout the year and will determine at a later time if the voting process should continue this way or change it to one vote for each participating area within an agency.

Strategic Plan/Assessment Deficiencies Update:

- The committee is going to discuss this further at today's subcommittee meeting, which is right after the TRCC meeting.

- Lori Midden is putting together a handout for each agency regarding the Strategic Plan and the assessment. IDOT is asking the system owners/agencies where they are with the assessment requirements in comparison with the Strategic Plan.

- The system owners will have time to review these and will be asked to give an update at the November 16th TRCC meeting.

408 Grant Process
- The committee decided to change the timeline for the 408 grant process. October 15, 2009-January 15, 2010—Agencies are allowed to fill out the 408 applications.

- January 15, 2010—Applications are due.

- January 19, 2010—Agencies who apply for the 408 grants must make a presentation to the TRCC about their project.

- The subcommittees will need to meet about the 408s between January 19 and April 19.

- 2010 TRCC Meeting Dates
  - January 19
  - April 19
  - July 19
  - October 18

Future Planning Subcommittee Meetings:

- The committee will meet immediately after the TRCC meetings in Springfield.

- 2009 dates: August 17 and November 16

Lou Humphrey reported that the Data Committee has not met but will in the next few weeks to establish goals and objective. Lou asked that committee contact him if they are interested in being on the committee.

Lori is creating a flyer—action points will update each system. She welcomes feedback to fill in gaps in our system. 408 funding can be used to develop program. This will be helpful for future assessments.

Next meeting will be at the new location 1340 North Ninth Street, on November 16 at 9 am.